

**Laboratory Certification Standards Review Council  
Meeting Minutes From 8/15/2002**

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**Attendance**

Council Members: George Bowman (Vice Chair), Debbie Cawley, Paul Junio (Chair), and Marcia Kuehl (Secretary)  
DNR Staff: Micah Berman (Lab Cert. Intern), Phillip Spranger and David Webb  
Others in Attendance: Jim Thomas, S-F Analytical

**Summary and Action Items**

At this meeting the Certification Standards Review Council:

- Approved the minutes from the May 15, 2002 meeting;
- Discussed upcoming training and presentations planned by Program staff and strategies for delivering and funding future training efforts;
- Previewed a new multimedia total residual chlorine training program to be offered through the Program's web page;
- Were provided a quarterly update on the status of lab audits, audit reports and closures;
- Discussed QC measures required of labs relating to bottle cleanliness; and
- Tentatively scheduled the next Council meeting for Wednesday, December 4, 2002.

**Agenda Items**

**I. Check in/Agenda Repair**

- A. Council members, DNR staff and Guests were introduced.

**II. Approval of May 15, 2002 Meeting Minutes**

- A. Council members reviewed the minutes and found no corrections were needed. Marcia Kuehl motioned to approve the draft minutes, Debbie Cawley seconded, and the minutes were approved unanimously.

**III. Update on Presentations and Training**

- A. David Webb noted that the training initiative is still somewhat in flux. He met with WSLH management to work on a training plan. The process to be followed is to produce a short-term inventory of training needs for the current fiscal year. Longer term the program and WSLH will continue to look at what to do and how to pay for it.
- B. Last week Audit Chemist Rick Mealy did a presentation at a meeting in Black River Falls at the request of WWOA and Audit Chemist John Condrón attended a WWOA regional meeting in Brookfield. The WWOA Annual Conference is to be held October 8 & 9. Program staff will give presentations on QA Manuals and Corrective Actions. The Program may try to get a booth at the annual WWOA conference to show the total residual chlorine video, and have a presence to help build relationships.
- C. The Program is also working with George Bowman on an ICP training item.

**IV. Total Residual Chlorine Training**

- A. David Webb introduced the Program's Summer Intern, Micah Berman, and briefly discussed the work completed this summer. The Summer Intern project set out to produce a new type of training material. It is a multimedia approach using Powerpoint presentations plus video. The program will be web-based in the future and also available on CD.
- B. The TRC DPD method was picked because it is similar to many other test procedures and provides a good example for calibration, and calculating a best-fit line and "R". It is hoped that the approach of using web and CD based training will prove more accessible for labs, eliminating travel costs. And it can be replayed as necessary. Mr. Berman chose TRC based on e-mail survey of labs. The DPD method was widely used and the method was susceptible to analyst errors. Mr. Berman did homework on the method, produced the Powerpoint presentation, and then shot the video at the State Lab.
- C. The UW video lab was used for production. One lesson learned was that a cameraman was needed; a fixed camera on a tripod was used. The Council viewed the video in its entirety and then Mr. Berman overviewed the Powerpoint presentation, which covers the DPD procedure in much more detail than the video. It is intentionally "text heavy" so it can be viewed without a presenter. A version may also be produced for use by a trainer.

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- D. Council members noted that the multimedia approach has lots of potential. There is a long list of things that could be covered. Mr. Webb noted that there could be some problems with technical glitches where people might not be able to figure out how to download the files from the web site or get the CD to play. The Program could resort to converting the CD to VHS if needed, but that is cost prohibitive. It was suggested that there be a charge for VHS.
- E. Mr. Webb noted that it would be nice to keep adding to a library of tests and then provide each lab with a CD. It's much more efficient to do training this way. Mr. Junio asked whether we had thought of putting a video camera on a lab audit? Offer a demonstration lab audit. Mr. Webb noted that it's a great idea.
- F. Mr. Berman related that the first video and Powerpoint presentation was a little time consuming but subsequent efforts will be a lot quicker. The Program is looking at how training aids will be presented on the web site. Possibly a training button can be added to the web site.
- G. The Council agreed that the video looked great, and commended Mr. Berman on a nice job! The Council agreed that resources should be put into this type of training, because it could save money down the road.

**V. Audit Status – Quarterly Update**

- A. Mr. Webb reported on the Program's audit activity for the 2001-2002 fiscal year and for the final quarter. Audit numbers are summarized in the table below. The central office goal is 44 each of audits, reports and closures annually, or 11 of each per quarter. Applications add to the demand for audits. The goal for the Regional Program is 110 each of audits reports and closures annually, or 27 to 28 quarterly.

	<b>Audits</b>	<b>Reports</b>	<b>Closures</b>
<b>Central Office</b>			
Fiscal Year	51	47	27
Fourth Quarter	18	17	5
<b>Regional Program</b>			
Fiscal Year	112	120	152
Fourth Quarter	31	32	45

- B. Mr. Webb noted that the number of Central Office closures was low because there weren't that many audits from previous years to close out. In the Region, the number of closures is elevated because of attempts to get caught up on open cases, especially in the southeast and northeast regions.
- C. Mr. Webb informed the council of a new auditor for the northern region. This is a contract arrangement. The program used to contract for a portion of Susan Watson's time and now Bill Jaeger is doing the audits.
- D. Mr. Junio asked what is the longest backlog for a lab that hasn't been seen. It used to be 1990 but probably down to 1994 or 1995. Mr. Webb didn't have a backlog report. The Council expressed an interest in seeing an audit backlog report in the future.
- E. Council members commented that they could tell the program is back on track.

**VI. Update on NR 149 Revisions and Advisory Committee**

- A. Mr. Webb noted that there have been 3 to 4 content meetings on the NR 149 revisions and the process is maybe a third of the way done. The Program is planning to have an internal debriefing to get input from staff. Otherwise, the Program continues to do homework with other DNR programs.
- B. Ms. Cawley asked whether Council members are getting much feedback from constituents? Mr. Bowman reported that he has received good feedback. At the RAC meeting in Arlington it seemed like constituent concerns are being addressed.

**VII. QC Measures Required As a Result of an Audit**

- A. Jim Thomas of S-F Analytical in Milwaukee addressed the council regarding a QC requirement in a recently issued on-site evaluation report. A Program Audit Chemist required the lab to test the bottles used by the lab for metals sampling. The lab could have purchased bottles that were tested by batch but it was cost prohibitive and even then the LOD the bottle manufacturer guarantees doesn't meet the labs needs.
- B. The alternative was to test bottles when they come in. Alternatives were discussed and Mr. Thomas described the details of the labs situation. Mr. Thomas brought the issue up at a WELA meeting and found out that many other labs were not required to do this. He felt he was at a competitive disadvantage compared to other labs.

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- C. Mr. Webb stated that he couldn't really address this issue because he was not familiar with the specifics. He does want to make sure that the Program has the authority to require the things that we are requiring and doesn't want to impose unnecessary or frivolous requirements.
- D. It was noted that other labs were required to do some bottle testing. The problem there was that testing would be required for each shipment of bottles even if the vendor would test a lot and hold them for the lab.
- E. Mr. Bowman stated that it is a great idea to check bottles, but he did not believe the program had authority to require the tracking for sample bottles. The WSLH buys new pre-capped bottles. If the whole case is not pre-capped it is rejected since the bottles can become contaminated. The tracking requirement described by Mr. Thomas is not a NELAC or EPA requirement.
- F. Mr. Thomas stated that he doesn't think the testing is a bad idea just the tracking and he also want's consistency. Mr. Junio felt that a lab should be able to demonstrate that they have systems in place to detect contamination (blanks, etc.). How do you handle it when you get a sample bottle that does not come from your lab? Flagging the sample was suggested. It was noted that the code doesn't apply to the customer or client.
- G. Mr. Bowman related that the WSLH checks one bottle per box of 200, and has historical data to show that they don't have an issue with bottle cleanliness. He recommends that we issue guidance for how labs should handle this. The guidance should be in the form of a recommendation rather than a program requirement. Mr. Junio felt that manufacturers should be able to show that their bottles are "clean enough." Mr. Webb felt that it was an issue that could be covered in the code revisions. He will research further.

#### **VIII. Other Business/Council Member Items**

- A. *Open Council Positions.* Mr. Junio reported that he sent a letter to Brian Tibbits of the Solid Waste Association of North America (SWANA) regarding the Solid and Hazardous Waste Disposal Facility seat but hadn't heard anything back yet. Two excellent candidates have applied for the Industrial Facility seat.

Mr. Webb noted that there has been quite a bit of interest in the Public Water Utility seat. This has mainly been from public health labs and it was felt that a water utility person would be preferable. A highly qualified candidate has been nominated for the seat.

Mr. Webb reported that the Program is working with the Council to send a letter to DNR Natural Resources Board member Howard Paulson (who is also a Wisconsin Farm Bureau representative) to try to drum up some interest for filling the Agricultural Interests Council position. Interest may depend on NR 151. The letter may also help to engage the board and let them know the Council exists. It was noted that NR 151 is effective October 2002, but there was some question as to whether the nutrient testing provision had been delayed.

- B. *New Section Staff.* Mr. Webb noted that two new staff have been assigned to the Environmental Science Services section. This doesn't directly affect Lab Cert. but will be taking more of Mr. Webb's time, leaving less time for Lab Cert. One of the new staff is Dick Lathrop. He has been/is involved in some high profile projects, including his current project to siphon phosphorus from Devils Lake. The other staff person is Carl Watras, who has done a lot of work on mercury cycling in the state. These staff were reassigned because the Bureau of Integrated Science Services eliminated the Environmental Contaminants Section after the retirement of section chief Doug Knauer.
- C. *Program Staff Appointed to Board of Directors of INELA.* Mr. Webb reported that Audit Chemist Alfredo Sotomayor has been appointed to the Board of Directors of the Institute for National Environmental Laboratory Accreditation (INELA). Mr. Sotomayor will maintain his audit workload and NR 149 RAC leadership. The Board work should be less than the current time commitment as chair of the onsite committee.

#### **IX. Future Meeting Dates**

- A. The next Council meeting was scheduled for Wednesday, December 4, 2002. The location will be announced when finalized (possibly Madison or Lodi). Forward suggestions for agenda items to Paul Junio (920/261-1660 or [pjunio@testamericainc.com](mailto:pjunio@testamericainc.com)) or Phillip Spranger (608/267-7633 or [phillip.spranger@dnr.state.wi.us](mailto:phillip.spranger@dnr.state.wi.us)) for the consideration of the Council officers.
- B. A motion to adjourn was made by Paul Junio, seconded by Marcia Kuehl, and carried unanimously.